



Introduction

Getting Started

It is very important that you thoroughly read this entire user's guide.

Don't think of this as a manual but as a method. The information in this document guides you through the process of eliminating, as much as possible, the effect the Year 2000 Problem may have on your organization. In order for the Brintech method to work for your organization, you must be committed to following it.

This book will be your guide as you develop your organization's Year 2000 Plan. As you develop and execute your plan, this book will also become an integral part of the plan. We have provided several section dividers to help you organize your plan, reports, correspondence, and notes.

Overview

The Year 2000 Problem, also known as the Millennium Bug, has become one of the biggest concerns of the technological world today. It started out as a technique to save space, back when even a byte or two of memory was valuable. The resourceful programmers of the day came up with the idea of dropping the first two digits from the year. For example, *1953* became simply *53*. By doing this, they saved two bytes each time the date appeared in their data.

This practice became an industry-wide standard and continued to be used even after it was no longer relevant. Today, everything - from phone systems to security cameras - is computerized, and when the clock strikes midnight on January 1, 2000, the dates in all the technology items that have not been fixed will switch from 99 to 00 and interpret the double-zeros as 1900.

Chapter One

Some manufacturers have already corrected this problem. Others are scrambling to avert disaster. But many companies have done little to fix the Millennium Bug in their products, while others may not even be in business any more.

And the clock is ticking.

If your organization uses any sort of technology - a phone network, a vault that's on a timer, or even an air-conditioning system - you may be on your way to malfunction in the 21st Century. It might not be such a big deal if the security system were to shut down at midnight on January 1, 2000. But what if the glitch caused your computerized accounting system to overcharge your clients or underpay your employees? What if your investors were granted a hundred years-worth of interest overnight? Not only would you have a big problem on your hands, but a lot of angry people and maybe even lawsuits.

It is estimated that the Year 2000 Problem will cost companies over \$500 billion in preparation and reparation over the next few years. Inevitably, many companies will not be adequately prepared when the time comes. And some will go out of business as a direct result. Don't let your organization be among them.

The Brintech Year 2000 Risk Assessment System (BY2000) is designed to help you determine the effect the Year 2000 Problem will have on your organization and help prepare you to deal with the problem as the millennium approaches. With BY2000, you will take five primary steps in the process of preparing your organization for the year 2000:

1. Conduct a technology inventory for recording and tracking the technology used in your organization and recording this inventory in a database.
2. Establish a risk rating for each technology item in your organization and your organization as a whole. The BY2000 Risk Rating helps you determine a course of action and helps you gauge the threat posed to you by the Year 2000 Problem.
3. Communicate with vendors in a way that helps ensure satisfactory responses from your technology providers.
4. Track vendor response to the Year 2000 Problem. This is important because if the manufacturers of the technology you use are unprepared, their problems will become problems for you.
5. Develop a year 2000 plan that ensures system certification, guides the development of contingency plans, and lowers your year 2000 risk.

To accomplish these objectives, BY2000 provides you with:

- A method of conducting the inventory, including an inventory form
- A database for storing the inventory
- The ability to run reports from the stored data
- A calculated risk rating based on the stored data
- Templates for corresponding with vendors

Introduction

Your ultimate goals are:

- To determine the risk that the Year 2000 Problem poses to your organization and the technology items you use.
- To lower that risk to an acceptable level.
- To develop backup plans and have them in place by the year 2000 so if you experience failures, you will be prepared to deal with them.

Once you've done this, you and your organization will be as prepared as possible for the year 2000 and as unaffected by the Year 2000 Problem as you can be.

